

## PO Job Risk Assessment

<b>Name(s) of Risk Team Members:</b> L. Feierabend, A. Melosi, B. Moebes, S. Parrish, M. Zarcone (facilitator)	<b>Point Value → Parameter ↓</b>	1	2	3	4	5
<b>Job Title: Office Work</b>  <b>Job Number or Job Identifier: PO-JRA-005</b>	<b>Frequency (B)</b>	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
<b>Job Description: General office work</b>	<b>Severity (C)</b>	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Training and Procedure List (Optional):	<b>Likelihood (D)</b>	Extremely Unlikely	Unlikely	Possible	Probable	Multiple
Rev. #: 0	Date: <b>March 29, 2005</b>					
<b>Stressors (if applicable, please list all):</b> Lighting, heating, air conditioning, ventilation		<b>Reason for Revision (if applicable):</b>			<b>Comments:</b>	

				Before Additional Controls							After Additional Controls					
Job Step / Task	Hazard	Control(s)	Stressors Y/N	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors Y/N	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Typing, computer work	Repetitive motion injuries, eye strain	Ergonomic reviews of the work station, ergonomically designed keyboards and mouse, adjustable chairs, effective supervision, work breaks, Tier 1 inspections	N	1	5	3	4	60	A BNL subject matter expert (SME) is available to review workstations and make recommendations for improvement.	N	1	5	3	3	45	25%

## PO Job Risk Assessment

				Before Additional Controls							After Additional Controls					
Job Step / Task	Hazard	Control(s)	Stressors Y/N	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors Y/N	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Typing, computer work (cont'd)	Back Strain	Ergonomic reviews of the work station, adjustable chairs, effective supervision, work breaks, Tier 1 inspections	N	1	5	3	3	45								
Manual office work - writing, making drawings, copying, phone use ... etc.	Repetitive motion injuries, eye strain, neck strain, back strain	Ergonomic reviews of the work station, phone attachment neck rest, speaker phones, adjustable chairs, effective supervision, work breaks, Tier 1 inspections	N	1	5	2	4	40	A BNL subject matter expert (SME) is available to review workstations and make recommendations for improvement.	N	1	5	2	3	30	25%
	Punctures, fingers injured in drawers	Ergonomic reviews of the work station, adjustable chairs, effective supervision, work breaks,	N	1	5	2	3	30								
	Falls on same level, falls from step-stool	Slip resistant shoes, housekeeping rules, maintenance of walking/working surfaces, Tier 1 inspections	N	1	5	3	3	45								
Light manual lifting/filing	Overexertion injuries caused by excessive lifting, pushing, pulling, holding, carrying	Use of squat lift technique, training	N	1	5	3	3	45								
	Falls on same level, falls from step-stool	Slip resistant safety shoes, housekeeping rules, maintenance of walking/working surfaces, Tier 1 inspections	N	1	5	3	2	30								

## PO Job Risk Assessment

				Before Additional Controls							After Additional Controls					
Job Step / Task	Hazard	Control(s)	Stressors Y/N	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors Y/N	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Light manual lifting/filing (cont'd)	Bodily reaction injuries resulting from bending, climbing, loss of balance and slipping without falling	Use of squat lift technique, training, use of hand trucks to minimize manual material handling	N	1	5	3	2	30								
	Cuts and abrasions	Minimization of sharp edges, gloves are available	N	1	5	1	5	25								
Light manual lifting - carrying a load walking up/down stairs	Falls, falls to a lower lever, bodily reaction to trips	Proper lighting, housekeeping rules, OSHA-compliant steps & handrails, emergency response	N	1	5	3	3	45								
Walking to parking lots, walking up/down outside stairs	Falls, falls to a lower lever, bodily reaction to trips	Proper lighting, clear walkways, OSHA-compliant steps & handrails, emergency response	N	1	5	3	3	45								
	Being hit by auto	Proper lighting, clear walkways, speed limits, emergency response	N	1	5	3	3	45								
Walking in hallways	Falls to same level	Sufficient lighting, floor maintenance, good footwear, housekeeping rules, tier 1	N	1	5	2	3	30								
Walking across site	Tripping, falling, slipping on goose droppings	Maintenance of walking surfaces, good walking shoes, speed limits	N	1	4	3	3	36								
	Being hit by auto	Maintenance of walking surfaces, good walking shoes, speed limits	N	1	4	3	3	36								
	Wildlife attacks, intimidation	Good judgment – alternate routes	N	1	5	1	2	10								

## PO Job Risk Assessment

				Before Additional Controls							After Additional Controls					
Job Step / Task	Hazard	Control(s)	Stressors Y/N	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors Y/N	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Using stairs	Falls to lower level	Sufficient lighting, floor maintenance, good footwear, non-slip treads, hand rails, housekeeping rules, tier 1	N	1	5	3	3	45								
Using elevators	Falls to same level	Sufficient lighting, elevator maintenance, tier 1, good footwear, phones in elevators	N	1	2	2	1	4								
Further Description of Controls Added to Reduce Risk:																
*Risk:	0 to 20 Negligible	21 to 40 Acceptable	41 to 60 Moderate			61 to 80 Substantial			81 or greater Intolerable							